



## Coventry University Students' Union

### External Trustee (Chair of the Finance & Audit Sub-Committee)

#### Role Profile

**Renumeration:** Voluntary (expenses are provided for costs incurred because of business undertaken on behalf of the Students' Union)

**Term:** 3-year term with the opportunity to continue for an additional term, subject to approval

#### Purpose

The External Trustee will provide independent oversight, strategic guidance, and governance support to the Students' Union, ensuring that it operates in accordance with its mission, values, and legal obligations.

As part of the Board of Trustees, the External Trustee will help set the strategic direction of the Union, monitor performance, and ensure the effective use of resources for the benefit of the student body.

The trustee will act as Chair to the Finance and Audit Sub-Committee and should possess a strong financial background, analytical skills and the ability to communicate complex financial information clearly.

The trustee will also act as the Whistleblowing Trustee to champion openness and ensure the organisation has safe, fair, and effective processes for raising and handling concerns

#### Main Duties and Responsibilities

1. To ensure CUSU:

- a. Complies with its governing documents, charity law, company law and any other relevant legislation or regulations
  - b. Exclusively uses its resources in pursuit of its objectives
  - c. Provides equal opportunity across the multiple locations of Coventry University Group.
2. To regularly evaluate:
    - a. The organisation's effectiveness in achieving objectives
    - b. Financial sustainability of the organisation
    - c. The efficiency of how the Students' Union uses its resources
    - d. The overall effectiveness of the board and its members
    - e. The role and performance of the Chief Executive Officer on an annual basis
  3. Responsible for setting the strategic goals of the organisation, oversee operations, and ensure the charity's long-term sustainability and impact.
  4. Responsible for reviewing and approving the charity's budget, financial reports and audits.
  5. Responsible for identifying and mitigating financial risks, ensuring effective controls, and maintaining sound reserves, ensuring the long-term financial security of the Students' Union.
  6. To contribute actively to Board discussions, using expertise, knowledge, skills or experience to help reach consensus and make decisions.
  7. To participate in hearing specific HR and/or membership discipline cases.
  8. To be a role model and advocate for Your SU, embodying the values of the Union and promoting the interests of our members on a local, national and international platform.
  9. To act as the Whistleblowing Trustee to champion openness and ensure the organisation has safe, fair, and effective processes for raising and handling concerns.

***I have read, understood and agree to the above duties.***

**Signed:**

**Print Name:**

**Date:**

# Person Specification and Shortlisting Criteria

## External Trustee

**Essential** to have qualification and/or demonstrable experience in:

- Finance and Risk Management

It would be desirable if the candidate also had expertise in any of the following areas:

- Leadership
- Health & Safety
- Legal and Compliance
- Governance/Board Experience
- HR/People Management/Employment Law
- Project Management
- Marketing / Communications / PR
- Safeguarding
- Relevant industry experience e.g.
  - Education (ideally, HE sector)
  - Charitable Sector
  - Representation / Advocacy / Campaigning
  - Sports Management

Knowledge or awareness of Students' Unions or membership organisations is also highly advantageous.

### **Essential personal characteristics:**

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the role suits you and the skills that we will be keen to see demonstrated at interview:

- Professional Integrity
- Ability to think strategically and make informed decisions
- Ability to think creatively and challenge constructively
- Excellent communication skills – verbal and written
- Skilled in stakeholder engagement
- Genuine Interest and commitment to our mission
- Good understanding and awareness of equal opportunity and diversity
- Willingness to champion the Union's values of being Helpful, Inclusive and Ethical